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Air Resources Board

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Arnold Schwarzenegger
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MEMORANDUM

TO: Air Quality Surveillance Branch Staff

FROM: Ken Stroud
Air Quality Surveillance Branch Chief

DATE: December 3, 2003

SUBJECT: BRANCH POLICY: TOOLS AND LAPTOP COMPUTER STORAGE IN VEHICLES

Earlier this week, two vehicles assigned to AQSB staff were broken into at the Monte Carlo Parking Lot. Items stolen were a new laptop computer, hand tools, electrical and battery powered drills, and storage boxes containing specialized calibration fittings and tubing. Estimated replacement value and vehicle window repairs exceed \$3800. Staff loaded the equipment into the vehicles, staging them for trips to monitoring sites the next day.

As a result of the theft, staff are directed not to store any laptop computers, electrical tools, or hand tools overnight inside vehicles. Please use caution on overnight trips, keeping equipment with you in your hotel rooms whenever feasible.

The state does not have any type of replacement insurance; all stolen equipment not recovered must be repurchased from our existing limited operating budget.

If you have any questions or comments, please feel free to contact me at (916)-445-3745 or via e-mail at kstroud@arb.ca.gov.

cc: Bill Loscutoff
George Lew
Jeff Cook
Manjit Ahuja